

**ORDINANCE NO. 2008-34**

An **ORDINANCE**, establishing pay ranges for temporary employees for the calendar year 2009, and repealing Ordinance 2007-46.

**WHEREAS**, Ordinance No. 2007-46 directed the Human Resources Director to establish hiring procedures for temporary employees, and

**WHEREAS**, Ordinance No. 2007-46 directed the Human Resources Director, together with the Mayor, to establish pay rate ranges for temporary employees,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE DO ORDAIN**, as follows:

**SECTION I**

Attached hereto as Exhibit "A" are general guidelines for hiring, maintaining and promoting temporary employees of the City of Wenatchee.

**SECTION II**

Attached hereto as Exhibit "B" are those temporary positions and pay ranges for the calendar year 2009.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE** at a regular meeting thereof this 11th day of December, 2008.

CITY OF WENATCHEE, a Municipal corporation

By:   
DENNIS JOHNSON, Mayor

ATTEST:

By:   
VICKI REISTER, City Clerk

APPROVED:

By:   
STEVE SMITH, City Attorney

## **EXHIBIT "A"**

### **GENERAL GUIDELINES FOR HIRING, MAINTAINING AND PROMOTING TEMPORARY EMPLOYEES**

**Objective:** It is the objective of the City of Wenatchee to provide a stable work environment for its employees and to employ the best person to accomplish the task consistent with State and Federal Guidelines. It is further the objective of the City of Wenatchee to provide an equal opportunity to any individual seeking employment whether as a regular or temporary employee.

**Procedures:** The Mayor, together with the Human Resource Director, shall establish and maintain general guidelines for the hiring of temporary employees. The guidelines shall include appropriate pay rate ranges for temporary employees to be used by Department Directors in hiring such employees.

Hiring of temporary employees shall provide for an objective means of selecting persons for such employment. There shall be an equal opportunity for all persons interested in employment with the City of Wenatchee to seek and obtain such employment. To promote such a practice, Department Directors shall work with Human Resources to determine how to announce or otherwise make available temporary work opportunities with the City of Wenatchee.

A Department Director may hire temporary employees who have worked previously for the City of Wenatchee after approval from Human Resources. A returning temporary employee shall mean a person previously employed by the City of Wenatchee within the past 18 months.

No person shall be employed by the City of Wenatchee until an application and all other required documentation has been received and approved by Human Resources. At the time of hiring, the exact position and rate of pay shall be established. Notice of hiring establishing the position and rate of pay shall be provided by Human Resources.

No offer of employment may be made outside of these guidelines or existing Ordinances unless authorized, in writing, by the Mayor.

During the first 24 hours of employment an orientation for the new employee will be held. During the orientation, all employment forms shall be reviewed and completed.

## **EXHIBIT "B"**

**2009**

### **TEMPORARY POSITIONS AND PAY RANGES**

The following table sets forth the most commonly utilized temporary positions and the pay range for each. The Department Director authorizes any employment for the following positions within the pay range set forth. Any employment for a position not set forth in the following table or for a position other than within the following pay range shall require City Council approval.

<u>Position</u>	<u>Start Pay</u>	<u>Top Pay</u>
General Office	\$ 8.55	\$10.00
Recreation Leader	\$ 8.55	\$10.00
Aquatic Staff	\$ 8.55	\$15.00
Groundskeeper	\$ 8.55	\$12.00
Utility Worker	\$ 8.55	\$12.00
Meter Reader	\$ 8.55	\$12.00
Planning Intern	\$12.00	\$18.00
Traffic and Lighting Technician	\$15.00	\$25.00
Engineer	\$25.00	\$35.00